

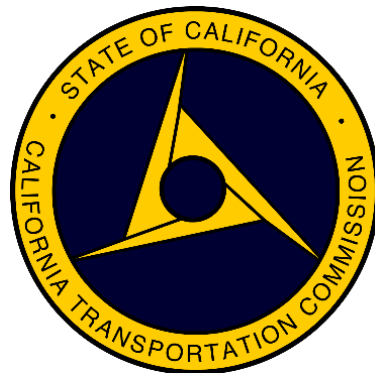
CALIFORNIA CONSERVATION CORPS

2019/2020 ACTIVE TRANSPORTATION PROGRAM AUGMENTATION GUIDELINES & PROCEDURES

for
Certified Local Community Conservation Corps

FUNDED BY:

SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017



STATE OF CALIFORNIA

CALIFORNIA NATURAL RESOURCES AGENCY

MARCH 2019

Technical Assistance for ATP Augmentation Program

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I. OVERVIEW

Program Information

The Active Transportation Program (ATP) was created to encourage increased use of active modes of transportation, such as walking and biking. ATP is overseen by the California Transportation Commission (CTC) with support from the California Department of Transportation (Caltrans). Senate Bill 1 directs \$100 million annually from the State's Road Maintenance and Rehabilitation Account to the Active Transportation Program beginning in the 2017/2018 fiscal year. This additional ATP funding is referred to as ATP Augmentation (ATP Aug). In addition, Assembly Bill 97 directs \$4 million of the \$100 million ATP Aug funds annually for five years to the California Conservation Corps (CCC) for active transportation projects to be developed and implemented by the CCC and certified Local Conservation Corps (LCCs). Not less than 50% of these funds shall be in the form of grants to certified LCCs, as defined in Section 14507.5 of the Public Resources Code.

For the 2019/2020 Fiscal Year, \$2 million will be awarded to certified LCCs for eligible ATP Aug projects.

The California Conservation Corps ATP Guidelines (Appendix A) for the CCC and LCCs were developed in collaboration between the CCC, the California Association of Local Conservation Corps (CALCC), Caltrans and the CTC. The guidelines and procedures herein serve as a supplement to the adopted Guidelines in order to provide information regarding the CCC's grant policies, procedures, eligible costs, billing procedures, and accountability requirements for ATP Aug grants.

Unless otherwise specified in these guidelines, procedures and attachments, the CCC, CTC and Caltrans will adhere to the most recently adopted ATP Guidelines: <http://www.catc.ca.gov/programs/atp/>.

Goals of ATP

The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals,
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program,
- Provide a broad spectrum of projects to benefit many types of active transportation users

Solicitation of LCC Grant Proposals

LCCs certified for the 2018/2019 and 2019/2020 fiscal years may submit ATP Aug project proposals to the Bonds & Grants Unit for consideration. All projects must be reviewed and approved by the CCC Review Committee, Caltrans and the CTC.

- **The minimum project proposal amount is \$50,000.**
- **The maximum requested amount is \$142,857 per LCC, not including substitution projects.**

LCCs are encouraged to submit substitute projects in the event additional funds become available and/or projects fall through. Substitute projects are due at the same time as your main project(s). Per the adopted Guidelines, projects will be reviewed on a competitive basis and scored based on the specific priorities for ATP (see next section).

Priorities for ATP

The most competitive projects will meet one or more of the following priorities:

- Connects or completes a larger network of active transportation.
- Benefits a Disadvantaged Community (DAC). See Appendix B for acceptable methodologies for determining DACs.
- Part of a local or regional bicycle, pedestrian or active transportation plan.
- Utilizes leveraged or matching funds.
- Provides transit-sector workforce education and training.

Key Dates

Key Dates – Round 1	
March 5, 2019	Solicitation period begins. Applications will be screened and reviewed on a rolling basis.
April 5, 2019	Last day to submit Applications for FY 19/20.
April 12, 2019	Eligible applications are sent to Caltrans. Caltrans consults with CCC to ensure program compliance and makes recommendations for CTC.
June 26, 2019	CTC adopts Recommended Projects List and allocates FY 19/20 funds to CCC.
December 31, 2019	Last day for FY 19/20 projects to begin.
June 30, 2021	All FY 19/20 projects must be completed.
Ongoing	January 15, 2020: Semi-annual report due covering July to Dec 2019. August 15, 2020: Semi-annual report due covering Jan to June 2020. Additional dates to be determined by Caltrans.

Project Performance Period

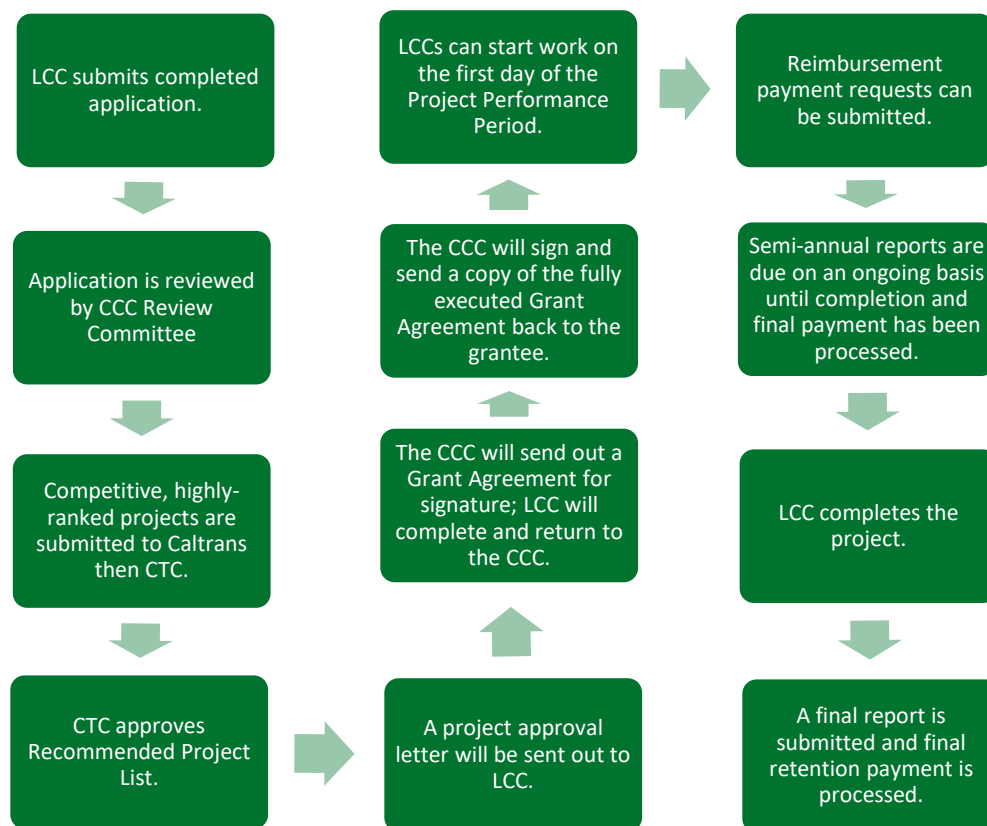
Work cannot begin until the CCC has been given authority to implement new projects by the CTC and an executed Grant Agreement is on file. Projects approved by the CTC must begin within six months of an award and must be completed by June 30, 2021.

Only costs incurred between the specified beginning and end dates of the Project Performance Period in the Grant Agreement are eligible for reimbursement. **Costs incurred outside the Project Performance Period are not eligible for reimbursement.** Obtain written approval BEFORE beginning work or otherwise incurring any expenses.

No projects shall begin until:

- The State of California Legislature appropriates the allocated funds.
- The CTC approves and adopts the project as a resolution during a CTC meeting.
- California Environmental Quality Act (CEQA) compliance is filed, submitted and the 35-day waiting period has expired.
- CEQA e-resolution has been issued by the CTC (for non-exempt projects).
- The CCC has approved the project in writing via an executed Grant Agreement.

Overview of Grant Process



II. REQUIREMENTS

General Requirements

All projects funded under this program must comply with the applicable legislation, 2019 ATP Guidelines, SB-1 Accountability and Transparency Guidelines and all other applicable state laws. Requirements include:

- All projects must promote the goals of the ATP.
- The minimum request for ATP Aug funds is \$50,000.
- The maximum requested amount is \$142,857 per LCC, not including substitution projects.
- At least 25% of the Corps ATP Aug funds shall be allocated to projects serving Disadvantaged Communities. See Appendix B for more information on DAC criteria.
- All projects must comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 2100).
- Applicable projects on federal land must comply with National Environmental Policy Act (NEPA).
- The LCC is responsible for ensuring the project complies with all applicable laws and regulations.

Additional Caltrans Requirements

Caltrans requires that the CCC report on ATP-specific outputs and outcomes. The scope of work in the project description must detail the project deliverables, and those deliverables must be quantified using specific reporting categories.

The deliverables listed in the proposed project should be one or more of the following ATP-specific outputs and outcomes:

- Pedestrian/bicycle facilities miles constructed
- Number of signs, lights, greenway or other safety/beautification
- Sidewalk miles

If the proposed project does not fall under one of the above-listed categories, please consult the Local Corps Grant Coordinator to determine the appropriate category.

Eligible Projects

Eligible projects must meet the goals of ATP as listed above and may be part of an existing bicycle or pedestrian transportation plan, safe routes to school plan, active transportation plan for disadvantaged communities or multi-use or recreational trail plan.

Eligible projects include, but are not limited to:

- Repair, remove and replace sidewalks
- Sign installation
- Irrigation
- Landscaping
- Demolition and deconstruction
- Tree planting
- Trail construction
- Bike locker and bike rack installation
- Fencing
- Outreach and education

Examples of typical project work can be found in the Commission's ATP Guidelines:

<http://www.catc.ca.gov/programs/atp/>.

Ineligible Projects

Routine maintenance – ATP Aug funds cannot be used for routine maintenance, weed removal, lot clearing, trash pick-up or landscaping, which is ordinarily conducted less than every five years. However, such activities can occur if they are incidental and/or needed to accomplish a project that meets ATP Aug project eligibility guidelines.

California Environmental Quality Act (CEQA)

CEQA requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. All projects funded by this program will trigger CEQA compliance

Lead Agency: All CEQA reports are to be completed by the lead public agency (typically, the Project Sponsor). CCC shall not act as a Lead Agency for ATP Aug projects.

CEQA Process: The LCC or Sponsor shall check with the local city or county planning agency for more information on how to complete CEQA.

Categorical Exemptions: Many projects undertaken by the CCC and LCCs qualify for Categorical Exemptions. A Categorical Exemption means that a project falls under a specific type of work that does not require an Initial Study or Environmental Impact Report. Categorical Exemptions do not mean that the project is exempt from CEQA compliance. A list of Categorical Exemptions to CEQA can be found at:

<http://resources.ca.gov/ceqa/guidelines/art19.html>

CEQA documentation must be submitted with the Application and must include one of the following:

- a) A Notice of Exemption filed with, and stamped by, the county clerk/recorder's office or State Clearinghouse (SCH);
- b) An Initial Study with a Negative Declaration or Mitigated Negative Declaration, with the submittal confirmation response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder's office or SCH; or
- c) An Initial Study and an Environmental Impact Report, with the submittal confirmation response from the SCH, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder's office or SCH.

A CEQA Compliance Certification Form is also required with the Application.

Applications that do not have CEQA completed at the time of submission will not be considered.

National Environmental Policy Act (NEPA)

If the project is located on federal land or is receiving federal funds, documentation of NEPA compliance must be submitted with the Application in addition to CEQA documentation for all projects. All ATP Aug projects must comply with CEQA, even if the proposed project work is on federally-owned land.

III. ELIGIBLE COSTS

- Only direct project-related costs incurred during the Project Performance Period specified in the Grant Agreement will be eligible for funding. All eligible project costs must be supported by the appropriate documentation. Indirect costs are not eligible for this program.
- Up to ten percent (10%) of the grant may be budgeted for unanticipated “contingency” costs. All such costs must be eligible per these Guidelines. Contingency funding is available for use in any of the budget categories except for indirect costs. Explanation and approval may be required prior to expenditure of contingency funds.
- Three-Bid Process: A formal three-bid process shall be used for procuring contractors, materials and/or supplies of \$5,000 or more. Sole/single source vendors may be considered – grantees must submit the Non-Competitive Bid Justification Form and receive approval prior to awarding the contract to the vendor. For amounts under \$5,000, a fair and reasonable rate shall be used. The grantee shall inform the State in writing regarding all subcontractors used in performing work under this grant.

Direct Project Personnel

- Corpsmember Hours – Provide the estimated number of Corpsmember hours to be worked on the project. Use the hourly rate approved and on file with the CCC Bonds & Grants Unit. If you are unsure of your approved rate, contact the Local Corps Grant Coordinator.
- Project Management – Costs relating to a project manager’s time designated specifically for this project are eligible. Costs for services of the grantee’s employees directly engaged in project execution must be computed according to the grantee’s prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, Social Security contributions, etc., that are customarily charged to the recipient’s various projects. Costs charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work performed on the project as well as payroll records. Overtime costs are allowed under the recipient’s established policy provided the regular work time was devoted to the same project. Salaries and wages claimed for employees working on State grant-funded projects must not exceed the grantee’s established rates for similar positions.
- Technical Consultants – If the project requires technical supervision in addition to what a crew supervisor or other local corps direct project staff member can provide, these costs are eligible. For example, if the project requires building a structure, a technical consultant might assist Corpsmembers with framing, drywall, etc.

Direct Operating Expenses & Equipment

Costs of supplies, materials, transportation and equipment directly related to completion of the project are eligible for reimbursement.

- Materials & Supplies – Costs include raw materials necessary to complete the project. Supplies and materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than paid by the grantee.
- Equipment – Equipment may be leased, rented or purchased, whichever is most economical. Equipment owned by the grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the grantee’s normal accounting practices. The equipment rental rates published by the California Department of General Services (DGS) or local prevailing rental rates may be used as a guide. If the grantee’s equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use of the equipment to the project and be signed by the operator and supervisor.

- Vehicle Expense – Enter costs for vehicle fuel and projected maintenance for either leased, rented or owned vehicles. If a vehicle is owned by the local corps and not used 100 percent (100%) for work on this proposed project, a tracking log will need to be kept to provide source documentation for the proportional amounts of these costs. Please note that vehicle costs can only be claimed as EITHER part of the Hourly Rate Justification OR the Budget Estimate.
 - ALTERNATIVE to above – If a vehicle is owned by the local corps and used for project work, mileage may be charged at the State reimbursement rate (currently \$ 0.58 per mile as of January 1, 2019) in lieu of including all vehicle operation expenses. Alternatively, an established daily usage rate (such as a local daily rental rate) as determined by the local corps with the methodology provided to the CCC may be charged to the project. A log must be kept to document miles and days of use on the given project.
- Acknowledgement Signage – Eligible costs include construction and placement of informational signs, which describe the project and funding source. Consult with the CCC prior to ordering a sign to ensure proper language and logos. See Appendix C for more information.
- Other – In addition to the major categories of expenditures, funding may be provided for miscellaneous costs necessary for project execution at the State's discretion. Some of these costs may include:
 - Work performed by another section or department of the grantee's agency that can be documented as direct costs to the project.
 - Corpsmember training – If a project requires training for Corpsmember crews that can be directly tied to the project, it may be an eligible cost. Please discuss the planned Corpsmember training with your Local Corps Program Analyst prior to billing this expense to the project.

Indirect Costs

For ATP Augmentation projects, indirect costs are not eligible per the CTC.

IV. APPLICATION INSTRUCTIONS

All required application documents can be located here: <https://ccc.ca.gov/local-conservation-corps/>

- Applications with supporting documentation should be organized in the order of the application checklist.
- Submit one complete application per project.
- Clearly label each item and number all pages in sequential order. Bind packages only with binder clips. If mailed, do not put in folders or notebooks.
- Please submit **complete** applications by email to ka-ryn.escovedo@ccc.ca.gov or mail to:

California Conservation Corps
Bonds & Grants Unit
ATT: Ka-Ryn Escovedo
1719 24th Street
Sacramento, CA 95816

Application Checklist

Complete this checklist, check off all documents included in your application, and organize in the order of this checklist.

SAMPLE ONLY

Completed Application Form - Submit completed application (signed and dated). Applications must include documentation for all applicable items on this checklist.	
Letter of Support (<i>Optional - recommended for strengthening your application</i>) - May come from the project sponsor and/or other stakeholders identifying an important community need and demonstrating that the project meaningfully addresses that need.	
California Environmental Quality Act (CEQA) - 1. Submit a copy of the recorded/filed CEQA document(s) with a stamp from County Recorder's or State Clearinghouse, AND 2. Submit completed CEQA Compliance Certification form with original signature of Lead Agency contact.	
National Environmental Policy Act (NEPA) (if applicable) - For projects on federal land or includes federal match, include documentation from the federal lead agency showing NEPA compliance.	
Project Location Map - Provide enough detail to allow a person unfamiliar with the area to identify the site and immediate surroundings. Include an image from an online mapping tool such as Google Maps. Include other maps and/or aerial photographs that demonstrate the location and need for the project.	
Photos - Include a minimum of three (3) photos of the proposed project in its current condition.	
Timeline - Provide an estimated timeline with dates for all major tasks detailed in the proposal.	
Budget Estimate Form - All cost elements should be clearly indicated and described on the Budget Estimate Form. Please delete unused sample rows.	

V. ADDITIONAL INFORMATION, PROCESSES & PROCEDURES

All Project Administration Forms can be located here: <https://ccc.ca.gov/local-conservation-corps/>

Project Approvals

- Only costs incurred during the Project Performance Period will be eligible for reimbursement.
- Under no circumstances can the CCC authorize project work or the execution of a Grant Agreement until the CTC has authorized and allocated funding.
- Allow 60 – 90 days from the date the CCC receives CTC authorization to complete and execute a Grant Agreement. While the length of time needed for the CCC to execute Grant Agreements depends on State business services and contracting regulations, the CCC is committed to making every effort to complete and execute Grant Agreements as quickly as possible.

Changes to an Approved Project

Changes can be requested using CCC Form 513 - Grant Change Request. Changes must be approved by the CCC before implementation. Changes must continue to meet the conditions and criteria described in these Guidelines. Any changes that significantly alter the purpose of the project or its advancement of ATP goals will not be approved.

Payment of Grant Funds

Only costs incurred during the Project Performance Period as defined in the executed Grant Agreement will be eligible for reimbursement.

Grant Reimbursement Requests (Invoices)

All eligible reimbursement requests must be paid out by the LCC to the vendor before the CCC will approve a payment request. When invoicing for payments, the Grantee must submit the following documentation to demonstrate that the invoiced amounts are for valid expenditures incurred and that the expenditures are consistent with the intended purpose of the grant agreement:

1. Cover Letter on Organization Letterhead with:
 - Date
 - Grant Agreement Number
 - Amount
 - Signature by Authorized Signatory
2. CCC Form 512 – Grant Reimbursement Request
3. Copies of Corpmember Timesheets and must include:
 - Corpmember signature
 - Supervisor signature
 - Project title
 - Project number/code
 - Type of work clearly indicated.
 - Corpmember payroll records must include an indication of the Corpmembers' work location and duties on any given day. Due to the differences in payroll reporting mechanisms, this information can be reported in a number of ways. Please contact your Grant Coordinator for clarification.

4. Documentation Verifying Expenditures

One of the following types of verification must document each expenditure:

- Copies of invoices with a zero-balance,
- Copies of cancelled checks (front and back) with invoices for verification,
- A statement from the vendor (with signature) verifying the payment has been made, or
- A receipt.

5. CCC Form 517 - Project Work Accomplishments Report

Retention

Ten percent (10%) of funds will be retained from each payment request. To obtain a retention payment, a CCC 515 Form – Grant Project Completion Report must be submitted to the CCC. In some cases, a final site visit will be conducted. The CCC recommends that LCCs invoice for retention payments after all such activities are completed.

Reporting

Project Work Accomplishment Report

A CCC Form 517 - Project Work Accomplishments Report is required with each billing package submitted. These reports must provide the amount of work completed for the period being invoiced and provide brief descriptions and quantities of the work accomplished.

Quarterly Reporting

The ATP Augmentation Guidelines require the CCC to submit Quarterly Progress Reports to Caltrans and the CTC. Semi-annual reports will be required in 2020 and details will be provided when they become available. For quarterly reports, the following information will be required:

- Expended Funds to date
- Approximate percentage (%) of construction completed to date
- Outputs / Outcomes units complete
- Project status summary (a brief narrative or few bullet points)
- Expected accomplishments for next quarter (expected total % complete and any major project accomplishments)

Quarterly and semi-annual reports for any ATP Aug project are due to the CCC one week before the scheduled “Due Date to Caltrans” posted at: http://www.dot.ca.gov/hq/LocalPrograms/atp/proj_report.html (subject to change)

Semi-Annual Reporting

Due Date to Caltrans	Timeframe to Cover	Presented to Commission
January 15, 2020	July – December 2019	March 2020
August 15, 2020	January – June 2020	October 2020

Additional dates TBD by Caltrans

Project Completion Report & Sponsor Verification Letter

A CCC Form 515 – Grant Project Completion Report is required to receive the final retention payment of the grant. A letter from the Sponsor is required verifying that the LCC has finished work on the project and the Sponsor considers the granted project complete. A sample verification letter can be found at <https://ccc.ca.gov/local-conservation-corps/>.

Accountability Requirements

Once the CCC approves a project, pertinent details (including, but not limited to, location, project scope and funding amount) will be submitted to the CTC and available to the public.

- Site Visits: CCC staff and staff from other agencies including, but not limited to, Caltrans, CTC, Department of Finance, State Controller's Office and/or the Natural Resources Agency may make periodic site visits to determine if ATP Aug-funded projects are consistent with the program and guidelines. 24-hour advance notification will be provided, as possible. In addition, a final site visit may be conducted before final retention payments will be approved and issued.
- Audit Requirements: The CCC and all grantees are subject to audits of ATP Aug funding. If the project is selected for audit, the grantee will be contacted in advance. The grantee must provide a copy of any document, paper, record or the like, requested by the auditor.

Audits determine if:

- Expenditures were made according to the established criteria and processes.
- Expenditures achieved the intended outcomes.

Additionally, the CCC may conduct intermittent documentation reviews to ensure grant requirements are met and in compliance with the grant agreement.

- Accounting Requirements: The grantee must maintain an accounting system that:
 - Complies with Generally Accepted Accounting Principles (GAAP);
 - Accurately reflects fiscal transactions, with the necessary controls and safeguards;
 - Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, canceled checks, etc.; and
 - Provides accounting data so the total cost of each grant can be readily determined.
- Records Retention: The grantee shall retain ATP Aug grant records for a period of three years after project completion. A grant is considered complete upon the receipt of the final grant payment from the State. In addition, records should be retained one year following an audit.

Appendix A: 2019 ATP Guidelines CCC and LCCs

Adopted by the California Transportation Commission May 16, 2019, Resolution G-18-19

APPENDIX D

California Conservation Corps

Active Transportation Program Guidelines California Conservation Corps And Certified Local Community Conservation Corps

These guidelines are the policies and procedures specific to the most recently adopted Active Transportation Program (ATP) that is directed to the California Conservation Corps and certified Local Community Conservation Corps.

I. Authority and Purpose

Senate Bill 1 (Beall, Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, directs \$100 million annually from the Road Maintenance and Rehabilitation Account to the ATP beginning in the 2017-18 fiscal year. In addition, Assembly Bill 97 (Ting, Chapter 14, Statutes of 2017) directs \$4 million of the \$100 million annually, beginning in the 2017-18 fiscal year for the next five years, to the California Conservation Corps for active transportation projects to be developed and implemented by the California Conservation Corps and certified Local Community Conservation Corps. The availability of these funds is subject to annual appropriation by the Legislature. Not less than 50% of these funds shall be in the form of grants to certified Local Community Conservation Corps, as defined in Section 14507.5 of the Public Resources Code. Unless otherwise specified in these guidelines, the Commission will follow the most recently adopted ATP Guidelines: <http://www.catc.ca.gov/programs/atp/>.

The 2019 Active Transportation Program California Conservation Corps and Certified Local Community Conservation Corps will include three years of funding. New programming capacity will be for state fiscal years 2019-20, 2020-21, and 2021-22.

II. Active Transportation Program Goals

The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals:

- Increase the proportion of trips accomplished by biking and walking,
- Increase safety and mobility for non-motorized users,
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals, pursuant to Senate Bill 375 (Of 2008) and Senate Bill 341 (of 2009),
- Enhance public health,
- Ensure that disadvantaged communities fully share in the benefits of the program, and provide a broad spectrum of projects to benefit many types of active transportation users.

III. Schedule

Applications due to California Conservation Corps December 31, 2018
California Conservation Corps submits applications to Caltrans February 15, 2019
Caltrans Recommendations of Corps projects to Commission April 30, 2019
Commission Adopts List of Recommended Projects June, 2019
Commission Allocates funds to Caltrans at the scheduled June Commission meeting

IV. Eligible Project Types

Eligible projects include projects that meet the goals of ATP as listed above, and may be part of an existing bicycle or pedestrian transportation plan, safe routes to school plan, active

transportation plan for disadvantaged communities, or multi-use or recreational trail plan. Examples of typical project work can be found in the Commission's ATP Guidelines at: <http://www.catc.ca.gov/programs/atp/>.

The California Conservation Corps and certified Local Community Conservation Corps will consider, but not be limited to, projects with the following elements:

- Repair, remove and replace sidewalks
- Sign installation
- Irrigation
- Landscaping
- Demolition and deconstruction
- Tree planting
- Trail construction
- Bike locker and bike rack installation
- Fencing
- Outreach and education

When the California Conservation Corps or a certified Local Community Conservation Corps elect to partner with an ATP eligible applicant to implement the project, the California Conservation Corps and/or certified Local Community Conservation Corps will only consider those projects where at least 75% of the project cost includes items where the California Conservation Corps and/or certified Local Community Conservation Corps can participate.

V. Minimum and Maximum Request for Funds

The minimum request for ATP funds by the California Conservation Corps and certified Local Community Conservation Corps that will be considered is \$50,000. The maximum requests for funds will not exceed the available levels of funding for each fiscal year.

VI. Co-Applicants

The California Conservation Corps or a certified Local Community Conservation Corps can serve as the lead applicant, or may partner with an entity that will serve as the lead applicant and implementing agency, and therefore the partnering agency assumes responsibility for the ongoing operations and maintenance of the facility/project. Documentation of the agreement between the California Conservation Corps or a certified Local Community Conservation Corps and the partnering agency (e.g. letter of intent) must be submitted with the project application(s).

Eligible co-applicants include:

- Local, Regional or State Agencies (e.g. city, county, Metropolitan Planning Organization, and Regional Transportation Planning Agency)
- Caltrans
- Transit Agencies (any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration)
- State or Local Park or Forest Agencies
- State or Local Fish and Wildlife Agencies
- Department of Interior Land Management Agencies
- U.S. Forest Service
- Tribal Governments
- Private nonprofit tax-exempt organizations eligible for Recreational Trail Program funds. These program funds can only be used for projects such as recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non-motorized

corridors, and conversion of abandoned railroad corridors to trails. Projects must benefit the general public, and not only a private entity

- Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible

VII. Project Selection Criteria

The project selection process carried out by the Corps will adhere to and conform to the Commission schedule for each ATP funding cycle. Projects will be selected by the Corps on a competitive basis and will be scored and ranked on the basis of applicant response to the following criteria:

- Projects can commence construction within six months of an award and shall be completed within two years from the project start date.
- Benefit to disadvantaged communities - a minimum of 25% of all California Conservation Corps and certified Local Community Conservation Corps proposals that are approved must benefit a Disadvantaged Community as defined by median household income, CalEnviroScreen, or Free or Reduced Priced School Meals as defined in the ATP Guidelines.
- Ability to further the goals of ATP.
- Ability to leverage other funds.

VIII. Project Selection Process

Applicants must submit an electronic version of the complete grant application package to the California Conservation Corps by the annual deadline reflected in these guidelines. Application packages will be reviewed for completeness and eligibility and evaluated by a review committee using established criteria. The review committee will consist of separate and designated teams of California Conservation Corps and certified Local Community Conservation Corps representatives.

The California Conservation Corps must submit funding recommendations to the Caltrans ATP Managers for review. The recommendations must include a substitution list of projects that will be considered for funding in the event projects from the recommended funding list are unable to proceed. The projects recommended for funding must also provide a Project Programming Request (PPR) form and the following information must be provided: project name, lead agency, partnering agency, project location, project description/scope, cost estimate, delivery schedule, project score from competitive review process.

Caltrans ATP Managers will review the project list and make a recommendation to Commission staff for approval. Commission approval of the list of projects recommended for funding is required prior to the lump-sum allocation of funding to Caltrans.

In the event a project is removed or savings are generated from the funding list, a project from the substitution list may be awarded as long as there is sufficient capacity to allow this substitution. Project substitution must be reported to the Commission. The California Conservation Corps administers the program of projects approved by the Commission and is responsible for reporting on the program pursuant to Section XI of these guidelines.

IX. Environmental Review

Pursuant to Public Resources Code Sections 21102 and 21150, the Commission must consider the environmental impacts of a project prior to making an allocation of funds. California Environmental Quality Act (CEQA) compliance documentation for the proposed California

For projects that are exempt from CEQA, documentation of the exemption must be provided with the project application and included with funding recommendations submitted to Caltrans ATP Managers for review. Project lists being submitted to the Commission for consideration of a lump sum allocation must cite the date the CEQA exemption was cleared.

For projects that are not exempt from CEQA, and for which an environmental document has been prepared and approved, documentation of the CEQA clearance must be provided with the project application. The Commission must consider the environmental document and approve the project for future funding via the issuance of an e-resolution. E-resolutions must be obtained at a Commission meeting that is either prior to, or concurrent with, the lump sum allocation request.

For more information on the process by which to obtain an e-resolution please see: <http://www.catc.ca.gov/programs/environmental/>. Allocation requests will be brought forward for Commission consideration by Caltrans Local Assistance.

In the event that the project is subject to the National Environmental Policy Act (NEPA) it is the Commission's policy that documentation of NEPA clearance is provided with the project application and prior to allocation of funds.

X. Allocation

The California Conservation Corps' list of projects recommended for funding will be submitted for approval and lump sum allocation by the Commission pursuant to the schedule identified in these guidelines and in accordance with this section.

The Commission will allocate the funds to Caltrans as a lump-sum and Caltrans will sub-allocate funding to the California Conservation Corps.

For projects exempt from CEQA, at the time of allocation, the date of the CEQA exemption determination by the lead agency must be noted in the list of projects being approved for allocation.

For projects not exempt from CEQA, and for which an environmental document has been prepared and approved, an e-resolution must be issued by the Commission prior to the list of projects being approved for allocation pursuant to Section IX of these guidelines.

The Commission's expectation is that consistent with the requirements of the overall Active Transportation Program, the Corps will administer these funds to their grantees on a reimbursement basis. The availability of these funds is subject to annual appropriation by the Legislature. The California Conservation Corps will submit an allocation request to Caltrans. The California Conservation Corps is responsible for the expenditures of all allocated funds. Costs incurred prior to Commission allocation are not eligible for reimbursement.

XI. Reporting

The California Conservation Corps is required to submit semi-annual project status reports for the program as well as project completion reports within six months of construction contract acceptance or the project becoming operable (open to the public) and a final delivery report within 180 days of the conclusion of all remaining project activities to Caltrans. Refer to the most recent Commission ATP Guidelines at <http://www.catc.ca.gov/programs/atp/> for reporting requirements.

Appendix B: Disadvantaged Communities

The Active Transportation Program Guidelines for the CCC and Certified LCCs require that “a minimum of 25% of all approved proposals must benefit a Disadvantaged Community (DAC) as defined by median household income, CalEnviroScreen or Free or Reduced Priced School Meals as defined in the ATP Guidelines.” To qualify, the project must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to a disadvantaged community. A project is considered beneficial if it fulfills an important need of low-income people in a way that provides a significant value. The project’s benefits must primarily target low-income people while avoiding substantial burdens on a disadvantaged community.

It is incumbent upon the applicant to clearly articulate how the project benefits the disadvantaged community; there is no presumption of benefit, even for projects located within a disadvantaged community. For a project to qualify as directly benefiting a disadvantaged community, the project must:

- be located within or be within reasonable proximity to, the disadvantaged community served by the project,
- have a direct connection to the disadvantaged community, or
- be an extension or a segment of a larger project that connects to or is directly adjacent to the disadvantaged community.

To qualify as a disadvantaged community the community served by the project must meet at least one of the following criteria:

- Median Household Income: (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2012-2016 American Community Survey (<\$51,026). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>
- CalEnviroScreen: An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (score must be greater than or equal to 36.62). This list can be found at the following link under SB 535 List of Disadvantaged Communities: <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>
- National School Lunch Program: At least 75% of public school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at <http://www.cde.ca.gov/ds/sd/sd/files/sp.asp>. Applicants using this measure must indicate how the project benefits the school students in the project area. Project must be located within two miles of the school(s) represented by this criteria.

Appendix C: Acknowledgment Signage

Signage is not required but strongly encouraged. Local Conservation Corps must have signage approved by the California Conservation Corps before purchasing takes place.

Per the 2019 ATP Guidelines, the signage must state that the project was made possible by **SB 1 – The Road Repair and Accountability Act of 2017**. Signage should comply with applicable federal or state law, and Caltrans' manual and guidelines, including but not limited to the provisions of the California Manual on Uniform Traffic Control Devices.

Sign Construction:

All materials used must be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and the California Department of Transportation standards can be used as a guide.

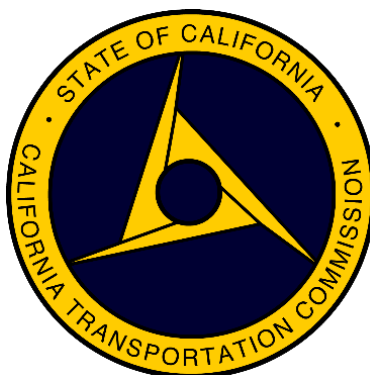
Sign Duration:

Project Signs must be in place for a minimum of four years from the date of project completion.

Required logo (sample only):



Optional Logos (samples only):



END OF GUIDELINES